



DEPARTMENT OF THE ARMY
UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
7 FENWICK ROAD
FORT MONROE, VIRGINIA 23651-1049

ATCM

19 November 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the 2008 United States Army Active Component and Reserve Component Drill Sergeants of the Year (DSOY) Competition

1. Purpose.

To prescribe procedures for selecting the DSOY for the Active and Reserve Components of the United States Army. The DSOY competition will be conducted at TRADOC Headquarters, Ft. Monroe, VA and Ft. Eustis, VA from 14-20 June 2008.

2. Participants.

Installations and U.S. Army Reserve (USAR) Training Divisions that conduct Initial Entry Training (IET), e.g., Basic Combat Training (BCT) or One Station Unit Training (OSUT) will nominate one Drill Sergeant (DS) to represent their installation or Training Division IAW TRADOC Regulation 350-16, Chapter 4, dated 16 February 2005. Nominees failing to meet the eligibility criteria of TRADOC Regulation 350-16 will be disqualified. Each installation/Div(IT) will nominate a runner up. In the event their DSOY nominee cannot compete, the runner up will be present.

3. Nominee's packet must arrive no later than 05 May 2008. Send packet to: HQ TRADOC, OCSM, 7 Fenwick Rd, Bldg 37, Fort Monroe, VA 23651-1049. Each packet will be reviewed by all CSMS on the board. Each packet will be placed in a one-inch plain white binder and will only contain the following items with each item placed in a separate document protector:

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- a. Table of contents.
 - b. One certified copy of the Enlisted Record Brief (AC) or DA Form 2-1 and 2A (RC).
 - c. One page typed biography using Microsoft Word. (See example at <http://dsoy.usaac.army.mil>) Scroll down to Drill Sergeant of the Year Information Page then click example biography.
 - d. One original copy of TRADOC Form 298-R completely filled out to include the complete unit address with zip code. (This form is also located on the web at the above address)
 - e. One 8" x 10" Standard DA photograph in Class A uniform.
 - f. DD Form 2266, Hometown News Release, completely filled out.
 - g. Contact the Executive Administrative Assistant (OCSM), to coordinate the sending of electronic file copies of the biography (word document) and DA photo (JPG), no later than 05 May 2008.
4. Installations/Training Divisions should hold their board prior to the end of March to allow maximum time for preparation. If an organization does not plan to participate in the competition they will notify HQ TRADOC, OCSM no later than 05 May 08, using the POC information provided in paragraph 8 of this memorandum.
5. Events. Each nominee will:
- a. Take an Army Physical Fitness Test (APFT) and have weight/height screened. Candidates will also be taped if applicable. Those who exceed the body fat screening table will be disqualified from the DSOY competition in accordance with TRADOC Regulation 350-16, Chapter 4.
 - b. Be evaluated on selected performance tasks listed in Enclosure 1. The performance tasks are selected from basic core subjects taught and reinforced to all IET Soldiers by Drill Sergeants and can be found in TRADOC Pamphlet 600-4 and STP 21-1 SMCT.

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c. Appear before a board of Sergeants Major.

d. Not be authorized to bring a sponsor, Family member or significant other.

e. Arrive no earlier than Saturday, 14 June 2008.

f. Not be authorized/reimbursed for a rental car. All transportation will be provided by Shuttle Buses and detail drivers that will transport all competitors to and from the appointed places.

POV's are not authorized for use during the competition.

6. Selection Procedures. Following the receipt of nominations at TRADOC HQ, a board will be conducted (composed of selected Sergeants Major). The board will select a winner for both the Active and Reserve Components based on the following:

a. The nominee's performance on the APFT.

b. The nominee's performance on hands-on tasks selected from the list provided in enclosure 1.

c. The nominee's performance and ability to answer questions before a board of Sergeants Major.

d. A nominee will be terminated from the competition for those issues listed in TRADOC Regulation 350-16, Chapter 4-2, paragraph d.

7. Uniform. See Enclosure 3.

8. Points of Contacts for this memorandum are as follows:

a. Active Component Drill Sergeant of the Year at DSN 680-2860, COM 757-788-2860, CELL 757-814-1956

b. Acting Reserve Component Drill Sergeant of the Year at DSN 680-4793, COM 757-788-4793

c. Executive Administrative Assistant (OCSM) at DSN 680-4133, COM 757-788-4133.

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9. Use the above contact information to confirm receipt of this MOI or to address any questions or concerns pertaining to the 2008 DSOY Competition.

10. Once again, congratulations on being selected to represent your organization.

3 Encls

1. Performance and Hands-On
2. General Information
3. Packing List

//Original Signed//

JOHN D. SPARKS

CSM, USA

TRADOC Command Sergeant Major

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DISTRIBUTION:

CSM,

U.S. Army Combined Arms Center, Ft. Leavenworth, KS

U.S. Army Combined Arms Support Command & Ft. Lee, Ft. Lee, VA

U.S. Army Accessions Command, Ft. Monroe, VA

U.S. Army Field Artillery Center & Ft. Sill, Ft. Sill, OK

U.S. Army Signal Center & Ft. Gordon, Ft. Gordon, GA

U.S. Army Intelligence Center & Ft. Huachuca, Ft. Huachuca, AZ

U.S. Army Aviation Center & Ft. Rucker, Ft. Rucker, AL

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TX

U.S. Army Transportation Center & Ft. Eustis, Ft. Eustis, VA

U.S. Army Soldier Support Institute, Ft. Jackson, SC

U.S. Army Medical Department Center & School, Ft. Sam Houston,
TX

U.S. Army John F. Kennedy Special Warfare Center & School, Ft.
Bragg, NC

U.S. Army Ordnance Center & School, Aberdeen Proving Ground, MD

U.S. Army Ordnance Munitions & Electronics Maintenance School,
Redstone Arsenal, AL

U.S. Army Quartermaster Center and School, Ft. Lee, VA

Defense Language Institute Foreign Language Center, Presidio of
Monterey, CA

80TH USAR DIVTNG, Richmond, VA

95TH USAR DIVTNG, Oklahoma City, OK

98TH USAR DIVTNG, Rochester, NY

100th USAR DIVTNG, Louisville, KY

104th USAR DIVTNG, Vancouver, WA

108th USAR DIVTNG, Charlotte, NC

PERFORMANCE AND HANDS-ON TASKS

1. Board References. Subject areas with current changes that may be used by board members for questions are:

a. TRADOC Regulations:

350-6(INCL C-1) Enlisted IET Policies and Admin. (08 May 07)
350-16(INCL C-1/C-2) Drill Sergeant Program (16 Feb 05)

b. Army Regulations:

350-1 Army Training and Leader Development (Ch 3&4) (03 Aug 07)
600-8-22 Military Awards (11 Dec 06)
600-9 The Army Weight Control Program (27 Nov 06)
635-200 Active Duty Enlisted Admin. Separations (06 Jun 05)
670-1 Wear and Appearance of Army Uniform/insignia (03 Feb 05)
614-200(Chap 8, Section III) Enlisted Assignments and Utilization Management (27 Jun 07)

c. Field Manuals:

21-20 (INCL C-1) Physical Fitness Training (30 Sep 92)
7-0 Training the Force (22 Oct 02)
3-22.9 (INCL C-1 thru C-4) Rifle Marksmanship (22 Jan 03)
3-21.5 (INCL C-1) Drill and Ceremonies (07 Jul 03)
6-22 Army Leadership (12 Oct 06)

d. Other Publications:

STP 21-1 SMCT Warrior Skill Level 1 (02 Oct 06)
TRADOC PAM 600-4 IET Soldier's Handbook (04 Sep 07)
IET Standardized Physical Training Guide (04 Jan 05)

e. The Drill Sergeant, NCO, and Soldier's Creeds, Army Support Organizations, the BCT POI, Drill Sergeant School Module Book, Warrior Tasks and Battle Drills, and all Training Support Packages may also be included.

2. The performance tasks evaluated will be selected from the following list:

- a. All Warrior Tasks and Battle Drills
- b. Land Navigation (Competitors must know their pace count)
- c. Basic Rifle Marksmanship (M16A2)
- d. Surprise Tasks

Modules:

- e. The Squat Bender
- f. The Pull-Up
- g. The V-Up
- h. Hand Salute
- i. Facing to the Right Flank
- j. 30 inch step from the Halt and the Halt
- k. 15 inch step to the left
- l. Rifle Rest Positions
- m. Right Shoulder Arms from Order Arms and Order Arms from Right Shoulder Arms
- n. Inspection Arms from Order Arms and Order Arms from Inspection Arms
- o. Left Shoulder Arms from Right Shoulder Arms and Right Shoulder Arms from Left Shoulder Arms
- p. Count off, Stack Arms and Take Arms
- q. Forming, Aligning, and Dismissing the Squad
- r. Marching the Platoon to the Left Flank
- s. Counter Column
- t. Attack Position and Relax Position
- u. High Block, Low Block, Side Block

3. Grading.

- a. The APFT will be graded IAW FM 21-20 standards.
- b. The performance and hands on tasks will be to the same standard as an IET Soldier using the performance measures out of the TRADOC Pam 600-4 and STP 21-1 SMCT.
- c. When modules are selected, they will be graded the same as in Drill Sergeant School, with the exception of not being told to "Close out your method of instruction" or that "You are becoming ineffective." You will simply receive point deductions for missed pertinent points. The candidate will recite the module from steps one through three only once.

GENERAL INFORMATION

1. Arrival to Fort Eustis.

a. All nominees will arrive NLT 1700 hrs on 14 June 2008 to ensure sufficient preparation time for the competition. Registration will begin NLT 0500 hrs on 15 June 2008. Summer IPFU (no spandex) is required for registration.

b. If arriving by air, arrive at the Newport News/Williamsburg or Norfolk International Airport. The Newport News/Williamsburg airport is closest to Ft. Eustis. Competitors can arrange for transportation to Ft. Eustis by providing their flight information to the AC/RC DSOYs, NLT 02 June 2008.

c. The location on Ft. Eustis to report to has not been determined. Detailed instructions will be provided at a later date. Competitors need to have their Government Credit Card.

2. Billeting.

a. Competitors should be prepared to live in a FOB or barracks.

b. Transportation will be provided throughout the week. Competitors will receive a welcome packet upon arrival.

3. Dinner Fee. A dinner fee will be collected during registration. The price of the dinner is not yet determined. You will be able to pay in cash or by check payable to TRADOC Protocol. A receipt will be issued for all funds. The dinner will be held on 19 June 2008, and is mandatory for all candidates.

4. Ceremony.

a. The 2008 Drill Sergeants of the Year will be announced at the Drill Sergeant of the Year ceremony on 20 June 2008 at Continental Park, Fort Monroe, VA.

b. The uniform for the ceremony is ACU, Campaign/Bush hat.

c. The 2008 DSOY's will be honored by HQ, Department of the Army, at a later date to receive the Stephen Ailes and Ralph E. Haines Award.

GENERAL INFORMATION

5. Uniforms Needed. The below listed uniforms will be needed for the week of events:

a. Class A uniform with long sleeve shirt. No skirt required.

b. Army Combat Uniform complete.

c. Army physical fitness uniform with running shoes (IPFU). No unit or personal physical fitness uniforms are authorized for the APFT, weigh-in, body fat taping or the DSOY Run.

d. Civilian casual attire (**Males: slacks, open collar shirt / Females: dress or pantsuit**). There will be no tennis shoes, jeans or shorts worn at the dinner on **19 Jun 08**.

6. Departure.

a. Departure may take place any time after 1500, 20 June 2008. Allow 2 hours for travel to the airport.

b. The winners will be conducting interviews and fulfilling administrative requirements immediately following the ceremony. The winners will also attend a dinner hosted by the 2007 AC/RC DSOYs. They may depart anytime on 21 June 2008.

PACKING LIST

KEVLAR OR ACH W/COVER AND CAMOUFLAGE BAND
LBV/LCE
PATROL CAP (ACU)
2 CANTEENS WITH COVER
1 CANTEEN CUP
2 AMMO POUCHES (LCE)
1 FLASHLIGHT W/RED LENS AND BATTERIES
FIRST AID POUCH WITH DRESSING
LARGE RUCKSACK WITH FRAME
EAR PLUGS WITH CASE (TRIPLE FLANGE)
WEAPONS CLEANING KIT COMPLETE
WET WEATHER TOP
WET WEATHER BOTTOMS
1 WET WEATHER BAG
SLEEPING BAG
7 UNDERSHIRTS
7 PAIR SOCKS
7 PAIR UNDERWEAR
3 PAIRS ACU'S
2 PAIR OF BOOTS
2 PAIR TRUNKS, RUNNING BLACK
2 T-SHIRTS, GRAY, SHORT SLEEVE
3 PAIR CALF OR ANKLE LENGTH PLAIN WHITE SOCKS
RUNNING SHOES
I.D. TAGS
I.D. CARD
1 PT REFLECTIVE VEST
CLASS A'S COMPLETE WITH LONG SLEEVE SHIRT (NO SKIRT REQUIRED)
CAMPAIGN HAT OR BUSH HAT
PENS
MECHANICAL PENCILS
SHOWER SHOES
TOWEL
WASH CLOTH
PADLOCK OR COMBINATION LOCK
8 ½ IN X 11 IN NOTEBOOK
POCKET NOTEBOOK
PERSONAL HYGIENE ITEMS
COMPASS
PROTRACTOR
WISTLE
PROTECTIVE MASK
MOLESKIN (OPTIONAL)
FOOT POWDER (OPTIONAL)
INSECT REPELLANT (OPTIONAL)